



**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade Public Affairs Specialist (Communications Specialist) GS-1035-9/11/12 \$51,630-97,333	Who May Apply ALL US CITIZENS	Announcement No. 12-009
Organizational Location Office of Communications Information Division	Opening Date 1/19/2012	Closing Date 2/9/2012
THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.		

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-12.

About our agency:

Join a team working on one of the hottest issues in town—campaign finance! The Federal Election Commission is an independent federal regulatory agency governed by six Commissioners appointed by the President with the advice and consent of the Senate. The agency has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act, which regulates campaign contributions and expenditures and disclosures of such, by candidates for federal office and committees supporting those candidates. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment. The agency is ranked in the top 25% of small federal agencies as a Best Place to Work in the work/life category.

Role of the position:

- The Specialist works side-by-side with Commissioners and senior staff to develop public information programs and technical documents on campaign laws for both information and training purposes, and fully participates in division strategies to increase public awareness and compliance with these laws.
- Answers complex oral and written inquiries about the federal election law, independently providing research material and guidance about how to comply with the law or whether to request a formal advisory opinion.
- Researches and writes instructional materials (campaign guides, brochures, the *Record*) that integrate complex rules and procedures expressed in the U.S. Code, advisory opinions, matters under review (MURs), U.S. Supreme Court opinions, regulations and explanations and justifications of the regulations.

- Maintains the Office of Communication's Internet, Intranet and multi-media programs; creates web content to advertise and explain Commission programs, policies and determinations; monitors Commission activity and posts appropriate web updates to FEC web site; develops multi-media training materials for staff and Commissioners' Offices.
- Develops and presents workshops at campaign finance conferences and seminars; briefs foreign delegations, students and others on the FEC and its mission.

QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Candidates must have strong organizational, analytical, listening skills. Excellent oral skills and the ability to write clearly, concisely and persuasively are essential. The ability to work effectively under the pressure of tight time frames and rigid deadlines is also considered essential.

Specialized Experience: Is experience which is directly related to the line of work of the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be qualifying, the experience must have been equivalent to one year of service at the next lower grade in federal service. Qualifying education and experience can be combined to meet the requirements below:

For GS-9 - one year of specialized experience equivalent to the GS-7 level, or two years of graduate study in the fields described above,

GS-11 - one year of specialized experience equivalent to the GS-9 level, or three years of graduate study, or Ph.D. or equivalent in the fields described above,

GS-12 - one year of specialized experience equivalent to the GS-11 level.

A copy of the applicant's college transcript may be submitted when substituting education for experience or as evidence of a competency. An unofficial copy is acceptable at the application stage. If one submits an application via email, the transcript may be sent as an attachment or sent by fax.

Desirable Competencies: Please provide a 1/2 to no more than 1 page accomplishment summary of for each of the competencies below:

1. Interpersonal skills sufficient to deal tactfully with others and manage conflict.
2. Ability to quickly and carefully translate technical legal language into understandable and easy to read written documents.
3. Ability to develop and conduct educational workshops on complex, technical material, including developing instructional materials and multi-media presentations appropriate for a diverse audience.
4. Knowledge of computer and multi-media systems sufficient to design, execute, and evaluate web-based communications.

HOW YOU WILL BE EVALUATED:

Your education, training and accomplishments will be initially evaluated and rated against established qualification criteria using only the documents and statements you have submitted. If you are found to be among the well qualified, you *may or may not* be called for an interview for a further assessment of your qualifications.

Note: Candidates called for interviews will be required to write a summary of an advisory opinion. The summary will be written on FEC premises, under supervision of the Information staff.

CONDITIONS OF EMPLOYMENT:

- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected must satisfactorily complete a one-year probationary period.
- BARGAINING UNIT STATUS: This position is included in the bargaining unit.

BENEFITS:

- The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits.
- The incumbent may be eligible for a transit subsidy up to \$120 per month.
- Relocation expenses will not be paid.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying;
 - b. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
 - c. Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary;
 - d. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Copy of most recent performance appraisal (if any);
3. Narrative statement that addresses each desirable competency.
4. Former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status.

WHERE TO SEND APPLICATIONS: (Note- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

1. E-mail to fecjobs@fec.gov -the subject line must contain the announcement number (12-009) and the applicant's name. If you are unable to include or attach supplemental

documents via email, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.